

# **HAMILTON COUNTY SHERIFF'S OFFICE ANNUAL REPORT 2010**



**Sheriff Jim Hammond**



**Chief Deputy Allen Branum**



## **TABLE OF CONTENTS**

<b>Page 1:</b>	<b>Cover Page</b>
<b>Page 2:</b>	<b>Table of Contents</b>
<b>Page 3:</b>	<b>Message from Sheriff Hammond</b>
<b>Page 4:</b>	<b>Uniform Division</b>
<b>Page 16:</b>	<b>Investigative Services</b>
<b>Page 25:</b>	<b>Support Services Division</b>
<b>Page 40:</b>	<b>Corrections Division</b>
<b>Page 44:</b>	<b>Administrative Division</b>
<b>Appendix 1:</b>	<b>Five Year Strategic Plan</b>
<b>Appendix 2:</b>	<b>Annual Traffic Analysis</b>
<b>Appendix 3:</b>	<b>Annual Crime Analysis</b>

# **A MESSAGE FROM JIM HAMMOND,** **SHERIFF OF HAMILTON** **COUNTY**



**A commitment to excellence with fair and equitable service for all citizens of Hamilton County remains the benchmark for the Hamilton County Sheriff's Office as we strive as a team to represent the best in law enforcement through technology, command leadership training and innovative programming for all our citizens.**

**As sheriff and the constitutional keeper of the jail, server of the process, provider for the court security, and protector of the people, my commitment and the commitment of the men and women of the HCSO is to stand in the gap for a safer community in which to work, play and raise a family.**

**Career development remains a strong focus for individuals within the office of sheriff where specialized training meets and exceeds mandated state and federal training requirements. Each employee is encouraged through standardized policy and procedures, civil service regulations, educational incentives and CALEA certification to be the best they can be. Advancement opportunities are posted on a regular scheduled basis and interview committees are selected utilizing HCSO personnel as well as colleagues from other agencies to insure fair and equitable selection for advancement.**

**I would be remiss if I did not recognize the quality and caliber of personnel who make up the men and women of the HCSO. Many possess and/or are seeking a degree in the field of Criminal Justice. Others seek opportunity to serve in specialized divisions requiring a higher level of commitment and challenge. All are committed with a can-do attitude toward service to the citizens of Hamilton County.**

**Thank you to the citizens of Hamilton County for your support, prayers and encouragement.**

# **HAMILTON COUNTY SHERIFF'S OFFICE**

## **UNIFORM SERVICES DIVISION**

### **ANNUAL REPORT 2010**



**Captain Lynn Triplett**



**Captain Charles Lowery**



**Deputy Chief Ron Parson**

The Hamilton County Uniform Services Division consists of 3 sub-divisions; Uniformed Services, Law Enforcement Support Services and Traffic. Uniformed Services include patrol, court security, SWAT, homeland security, hostage negotiation team, reserve officers, motor pool, marine patrol, field training and the explorer post. The Law Enforcement Support Services sub-division incorporates the Crisis Intervention Team and Civil Process. The Traffic Division includes Traffic Investigators, School Resource Officers, School Patrol and the Safe Journey Team. There are a total of 213 deputies working in the Uniformed Services Division. An interesting note from County Records, shows that in the unincorporated areas of Hamilton County, there are 48,056 parcels of residential property valued in excess of 1.9 billion dollars, compared to the City of Chattanooga, which has 59,754 parcels of property listed at a value of 1.7 billion dollars.

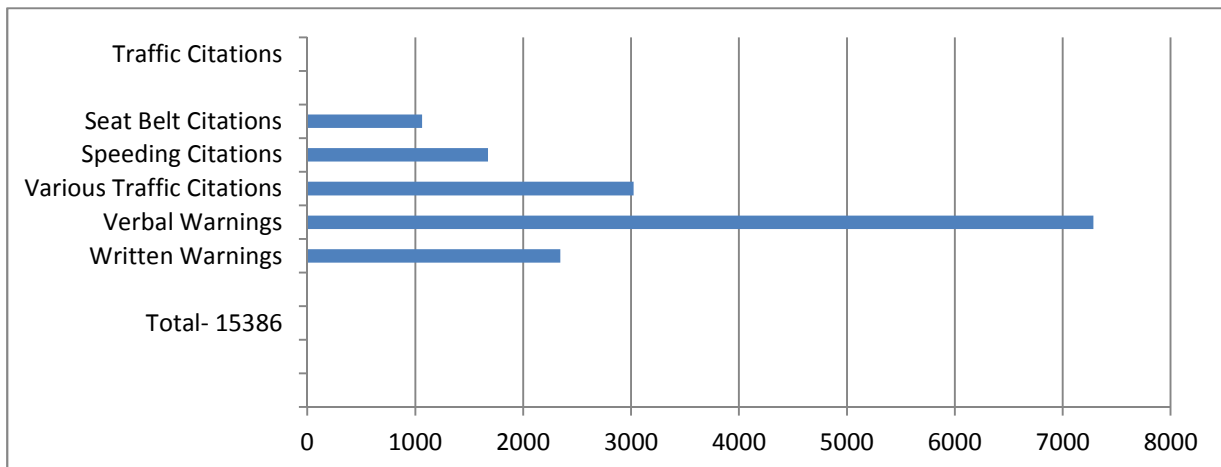
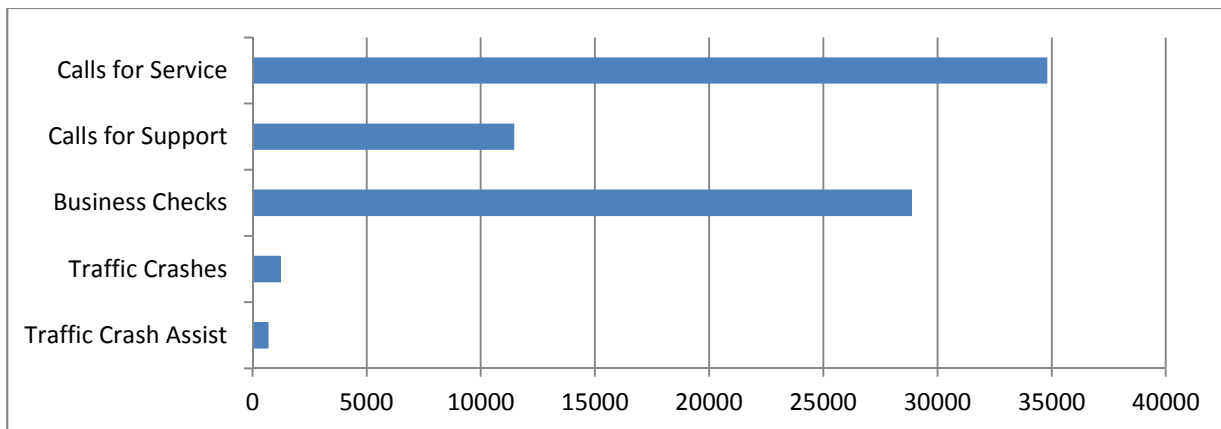
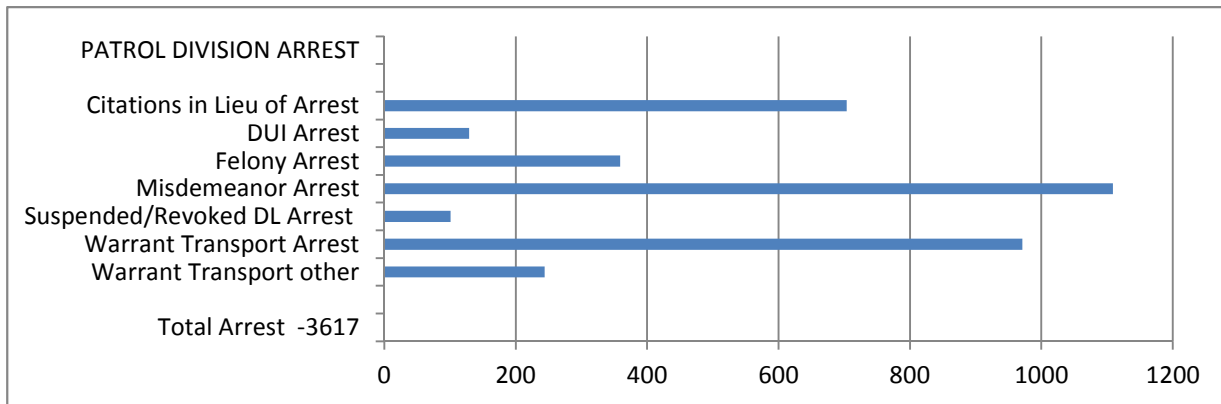
## GOALS AND OBJECTIVES FOR 2010:

1. To provide proactive and professional law enforcement service, working as a team with other units and Law Enforcement Agencies, community groups and individual citizens.
2. Identify traffic patterns and violations and reduce traffic accidents. To investigate all motor vehicle accidents including county in-house or county owned vehicles.
3. Identify, enforce and remove drunken drivers from our roadways.
4. Utilizing K-9 officers and dogs in drug detection, building searches, tracking lost or missing children and adults, and apprehension of fleeing or wanted criminals/suspects, along with Jail security or suppression during shakedowns/escapes.
5. Assisting with Neighborhood Watch/Community Policing presentations regarding crime prevention.
6. To service 60% - 75% of all process received.
7. Provide access to Computer Aided Dispatch (CAD) information regarding addressees for officer safety purposes
8. Expand the use of computers to retrieve more efficient computer generated information useful in locating individuals in regard to non-payment of child support and other IV-E matters
9. Tennessee Incident Based Reporting System (TIBRS) – Clerks and law enforcement personnel to review, classify and conduct computer entry of all required incidents within the unincorporated areas of the County.
10. Provide the schools with law enforcement personnel who are professionally trained as School Resource Officers to ensure a safe and secure environment.

**PATROL DIVISION:** The Patrol Division had an extremely active year in 2010 with 3,617 total arrests, over 5,500 citations issued, and almost 35,000 calls for service. This figure doesn't include the fact that deputies made over 28,000 business security checks and physically checked 6,635 private homes which came at the request of citizens of Hamilton County. The Patrol Division made 236 narcotic seizures, recovered stolen property in 32 cases, and seized 49 vehicles for various offenses.

Significant events during calendar year 2010 consisted of assisting with the security at the annual Riverbend Music Festival, security for the Hamilton County Fair, assisting with the flooding in East Ridge, and evacuation of citizens during a bomb scare at the Arc Storage facility.





**The Motor Pool Unit** includes two full time mechanics that service a fleet of 220 (+) vehicles for the department. Servicing consists of fluid changes every 3,500 miles and transmission servicing every year on all vehicles. The Motor Pool mechanics also install all emergency equipment (lights, siren and radio) into every new vehicle. They are in charge of all communications equipment, vehicle video equipment, as well as Radar and Lidar units. The Motor Pool mechanics handle all minor repairs to the vehicle fleet.



Patrol Deputies that have an additional specialty of being members of the ***Special Weapons and Tactics*** team (SWAT), were called out on 5 occasions to deal with highly volatile situations. They conducted over 15 Monthly trainings and participated in several special events.



**SWAT TEAM**



**SWAT WITH K-9**



**SWAT WATER ENTRY**

### **HOSTAGE NEGOTIATIONS TEAM**

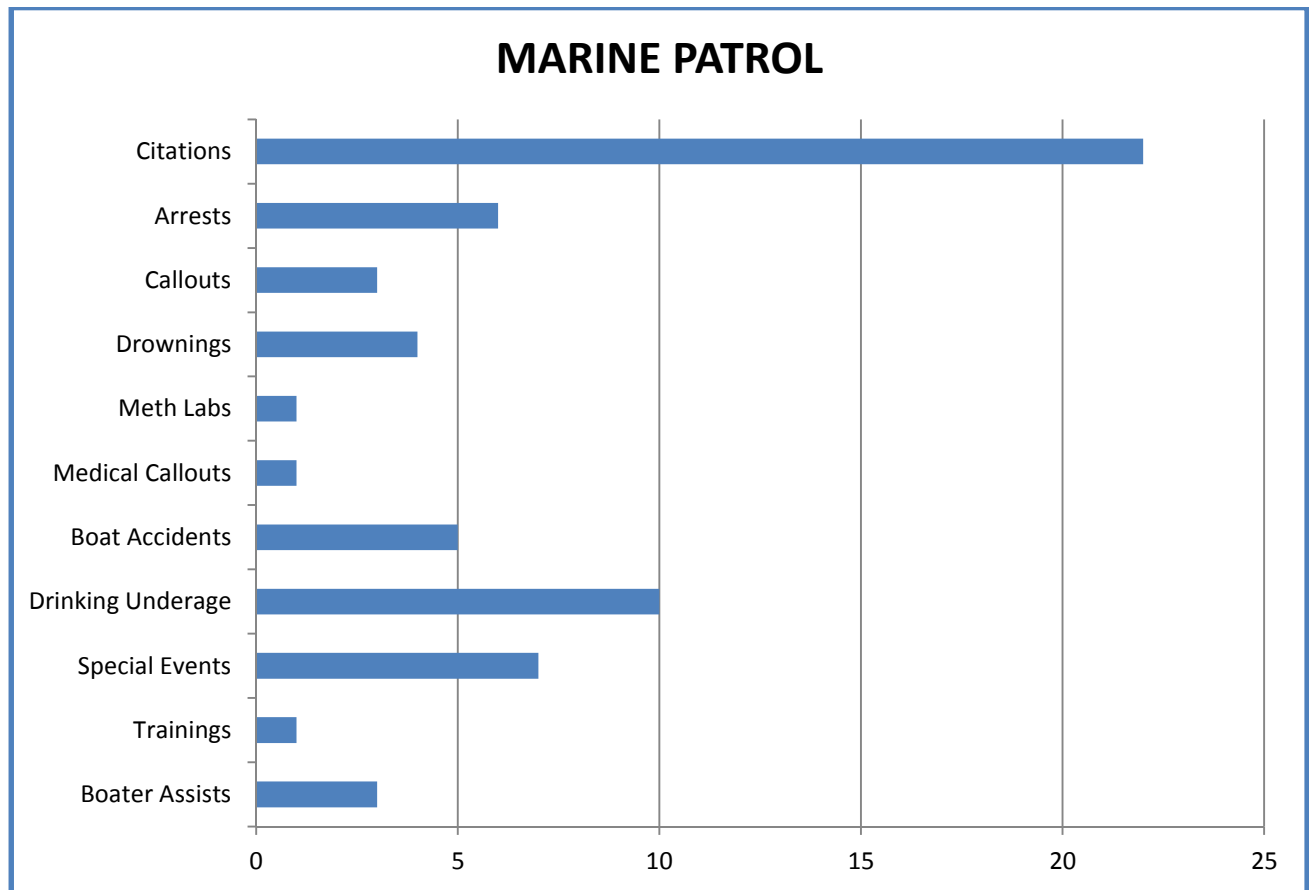


Deputies that have an additional specialty of being members of the **Hostage Negotiations Team** (HNT) were called out on four (4) occasions to successfully deal with suicidal/kidnapping incidents. The HNT conducted seven (7) training sessions during the course of the year.



**MARINE ONE**

The **Marine Patrol Unit** helped keep our waterways safe by issuing 22 Citations, making 6 arrests, assisting with 4 drowning incidents, was involved with the seizure/investigation of 1 meth lab, gave assistance on 5 boating accidents and 3 boater assists, participated in 7 special events, conducted training classes and dealt with 10 cases of underage drinking.





**The Reserve Deputy contingent** donated over 12,000 hours of volunteer time to assist the citizens of Hamilton County with their safety and security. *The Mounted Horse Patrol, which consists of Reserve Deputies, participated in numerous special events.*



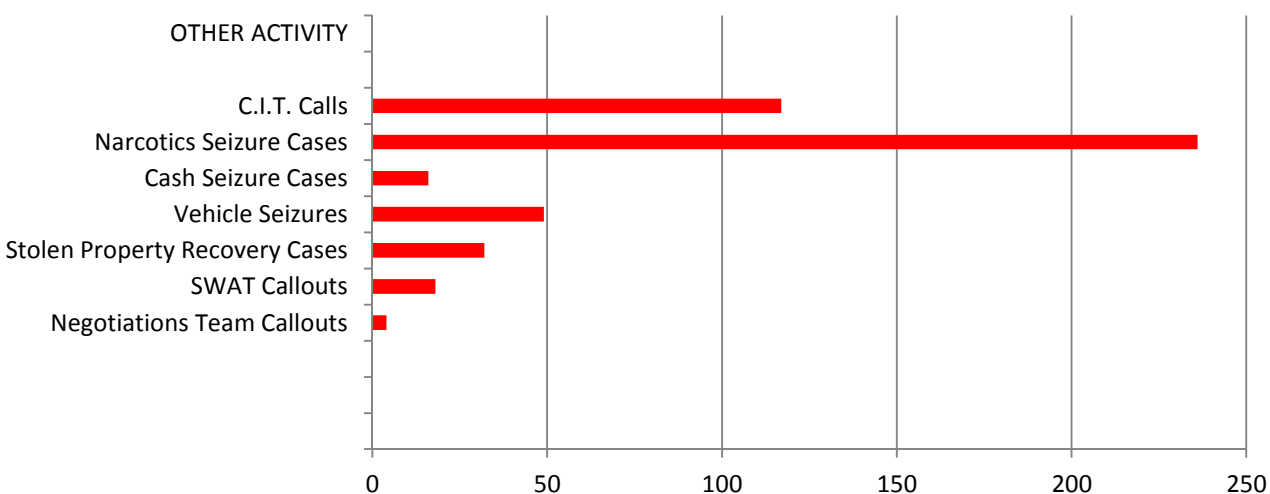
**CITIZENS MEET MEMBERS OF THE MOUNTED HORSE PATROL**

## **Court Security Division**

The Court Security Division is made up of 23 sworn officers and 1 part time civilian employee who are charged with providing security and a safe environment for 4 court houses as well as the Tag and Title Office. Court officers deal with over 2,000 citizens on a daily basis. They provide security precautionary measures through the use of walkthrough metal detectors, and property x-ray machines. They are in charge of escorting the Grand Jury and security in Circuit Court for orders of protection. Additionally, the Court officers are responsible for the safety and security of all employees and visitors and oversee any evacuations that occur due to bomb or fire threats. The Court officers escort over 100 inmates on a daily basis for required court appearances. Court Officers provided assistance and security in 2010 during 36,060 General Sessions Court cases, and for Criminal Court which had 4,290 cases. They also provided security during 39 Jury Trials.

## LAW ENFORCEMENT SUPPORT SERVICES:

Law Enforcement Support Services includes the **Crisis Intervention Team** and the **Civil Process Division**. The Crisis Intervention Team consists of 12 patrol deputies who have been specially trained in Crisis Intervention and 1 civilian coordinator. These are normal Patrol deputies that assume the additional responsibility of crisis intervention when required. They were called upon for their expertise on 117 occasions in 2010.



**The Civil Process Division**, which has ten (10) sworn officers and two (2) civilians, served a total of 29,333 pieces of legal process.

**TRAFFIC DIVISION:** The Traffic Division has five (5) deputies who are certified in traffic crash reconstruction which is a highly specialized field, requiring more than five hundred (500) hours of specialized training. During 2010 a total of one thousand seven hundred fourteen (1,714) motor vehicle crashes occurred in the unincorporated area of Hamilton County.

During the year 2010, a total of one thousand seven hundred fourteen (1,714) motor vehicle crashes occurred in the unincorporated areas of Hamilton County. The Traffic Division investigated two hundred thirty two (232) of the total crashes which resulted in only 14 % of the crashes being property damage only, non-injury or minor injury crashes.



**TRAFFIC DIVISION RECONSTRUCTING A FATAL CRASH**

Within the total motor vehicle crashes, one hundred- forty seven (147) were hit and run crashes in which Traffic investigated sixty-five (65) of the hit and run crashes with the following results:

- ✓ 8% were cleared by arrest or citation
- ✓ 80% were suspended
- ✓ 12% are pending due to insufficient information

Traffic Division investigated a total of sixteen (16) fatality crashes which resulted in seventeen (17) deaths. Alcohol or drugs were found to be a contributing factor in eight (8) crashes which equates to forty-seven percent (47%). Speed was found to be a contributing factor in three (3) crashes which equates to eighteen percent (18 %), and other conditions such as weather, failure to yield, etc. encompass the remaining seven (7) deaths which equates to thirty-five percent (35%).

The speed trailers and the Speed Spy have been distributed throughout Hamilton County for the purposes of identifying areas where speed appears to have been a problem. These devices have been used forty-two (42) times at different locations throughout 2010.

Traffic Division has also participated in one hundred- sixty two (162) funeral escorts and dignitary escorts. Eighty- nine (89) in-house instructions for Training Division to include EVOC during In-Service, nine (9) classes were conducted in- house to train and certify our deputies in Radar/Lidar. We also traveled to other agencies to instruct and certify officers in the Radar/Lidar which became mandatory by the Peace Officer Standards and Training Commission. (P.O.S.T.)

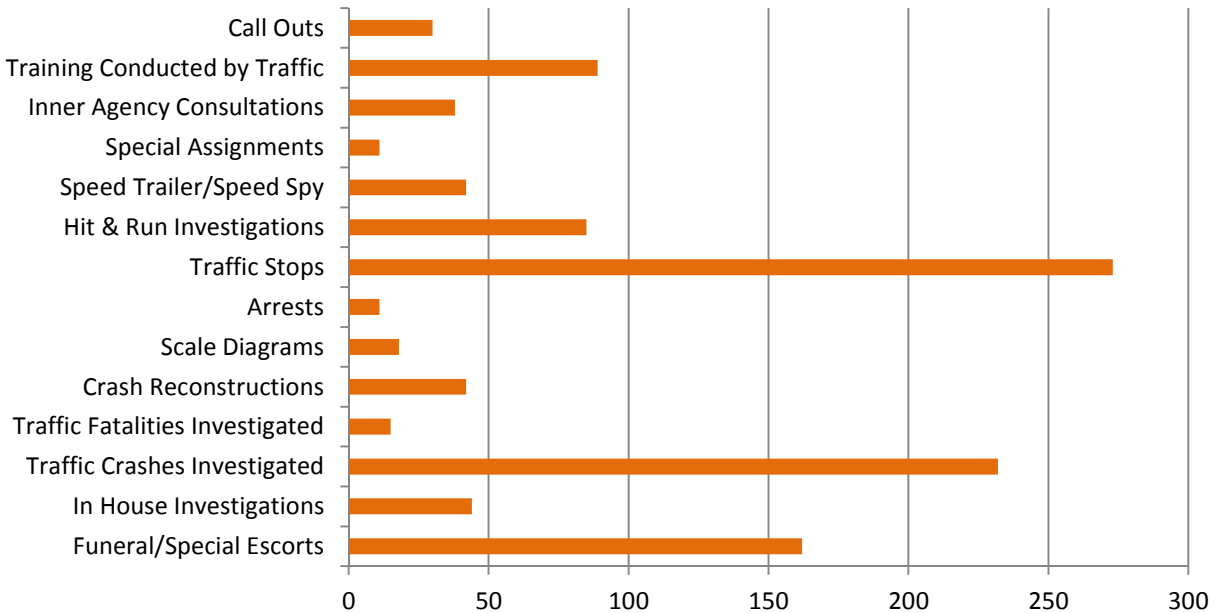
Traffic Division conducted forty-four (44) In-house crash investigations along with backing up dispatched district cars on calls and working special assignments. Forty- two (42) crashes were reconstructed for court purposes, eighteen (18) scale diagrams were drawn, thirty- eight (38) inner agency traffic consultations were conducted, and we assisted other agencies with areas of investigations nineteen (19) times. A breakdown of activities by the Traffic Division is attached.

The Traffic Division of the Hamilton County Sheriff's Office performs many functions, some being requested at the last minute. I would like to express in this annual activity report the importance and necessity of having additional personnel assigned to the Traffic Division. ***This division is specialized, well trained and recognized as the best in this area.***



**FATAL CRASH RECONSTRUCTION**

## TRAFFIC DIVISION



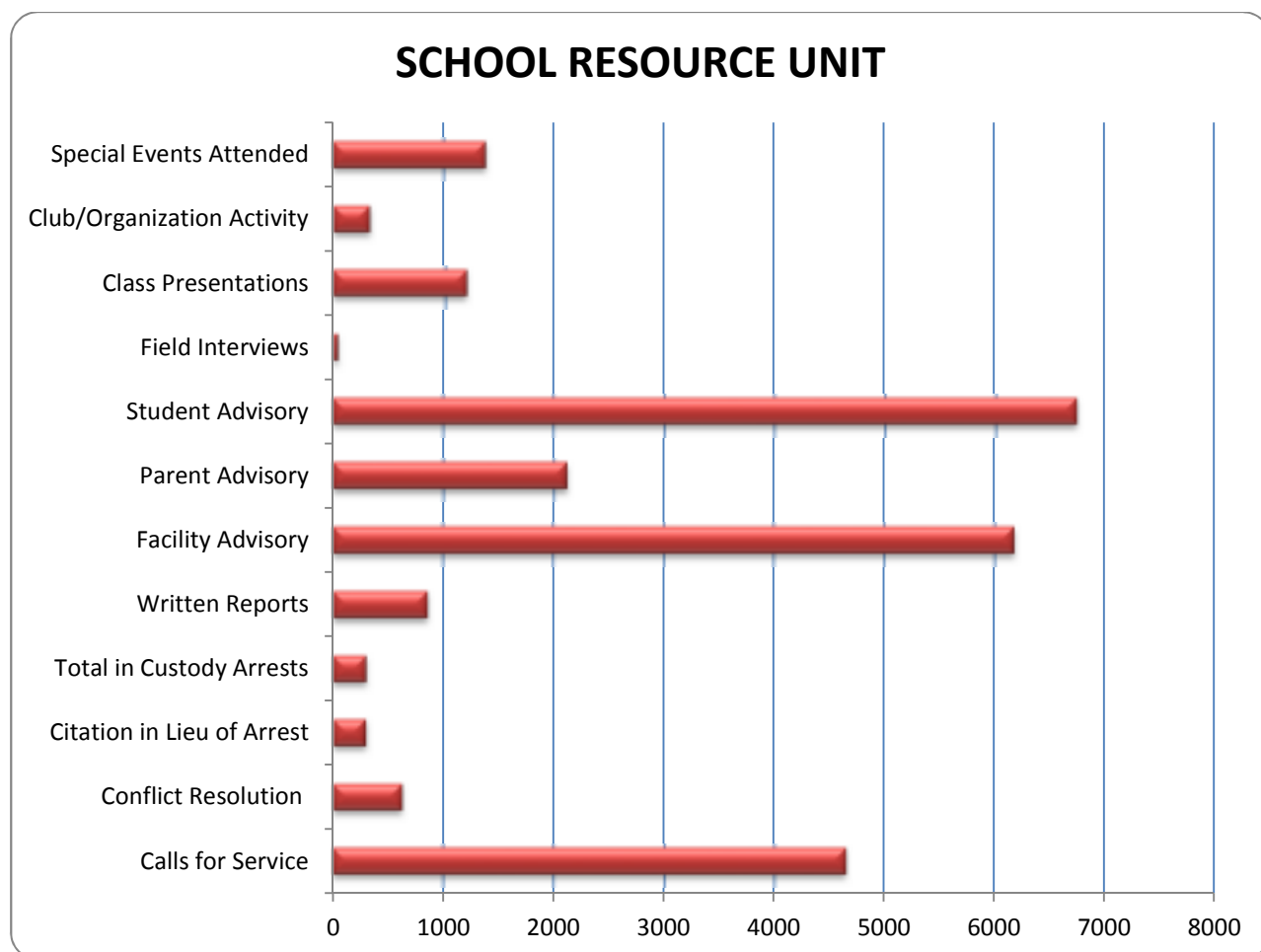
### SCHOOL RESOURCE OFFICER DIVISION:

The Traffic Division Commander also supervises the School Resource Officer (SRO) Program, whereby the Hamilton County Sheriff's Office has deputies assigned to twenty- one (21) campuses within the Hamilton County School District. These deputies are all specially trained as School Resource Officers, and each possess the knowledge necessary to implement the SRO program within the individual school campuses. Contained below are the performance statistics and details of what type of actions were taken by deputies in the SRO Unit for calendar year 2010.

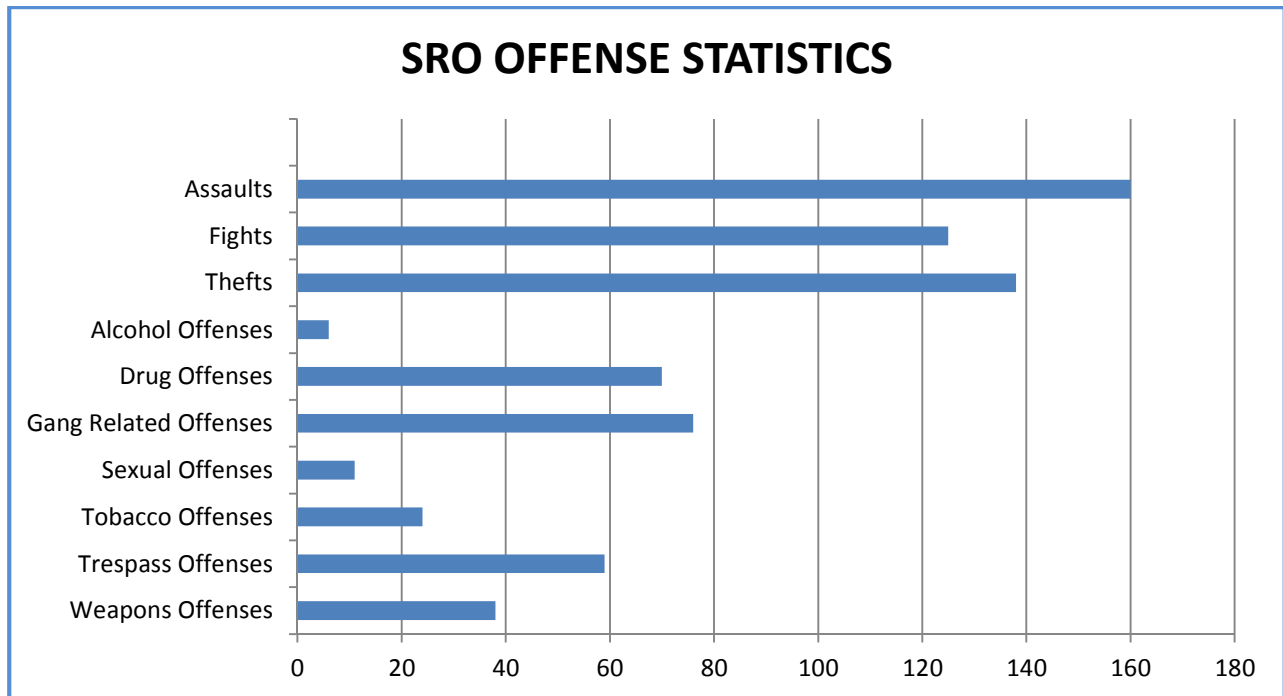


**SRO Bobby Rush**

The SRO's have cleared a number of cases by filing criminal charges as (Citations in Lieu of arrest), as well as misdemeanor and felony arrests where juveniles were taken into custody and transported to the Juvenile Detention Unit. In other cases, contact with students involved in criminal activity was handled within the department as a juvenile arrest with no custody. This method gives students an opportunity to serve an alternative punishment to avoid criminal charges and gain a better understanding of what behavior is expected of them. As can be gleaned by the below statistics, a great part of an SRO's daily duties consist of advisory duties to students, parents and facility members.







## HCSO EXPLORER PROGRAM:

The Hamilton County Sheriff's Office Explorer Program is a youth oriented community policing program, dedicated to providing our community's youth with an opportunity to explore future career opportunities in the law enforcement profession.

In calendar year 2010, the HCSO Explorer Post team was successful in many competitive events involving other agencies Explorer Posts throughout the region. Many of their scheduled meetings involved training for the annual Winterfest Explorer Competition in Gatlinburg, TN. This is a competition which includes competitive events such as domestic violence scenarios, DUI/SFST scenarios, building searches, uniform inspection, warrant service and individual physical fitness competitions. There were over 75 Explorer Posts who competed in the events, which included Posts from Georgia, Florida, Virginia, Kentucky, and Alabama. The HCSO Explorer Post took first place in the domestic violence scenarios competition.



	SWORN	SWORN2	SWORN3	CIV	CIV2	A.L.													
PERSONNEL	POST CERTIFIED	NON- CERTIFIED	NON- CCERTIFIED	F/T	P/T														
			PART TIME																
Admin	3			2	2														
Patrol	67																		
SRO's	21																		
Civil Process	10			2															
Court Security	4	19			1														
SWAT/Homeland Sec.	1																		
Motor Pool				2															
Marine Patrol	1																		
Reserve Officers		59																	
Traffic	5																		
CIT	1			1															
Safe Journey					3														
School Patrol			9																
Total(s)	113	78	9	7	6														
<b>Total Number of Assigned Personnel:</b>		<b>213</b>																	

## GOALS AND OBJECTIVES FOR 2011:

1. Providing proactive and professional law enforcement service, working as a team with Criminal Investigations Division (CID) and other units and law enforcement agencies, in order to solve ongoing and unsolved cases.
2. Identify traffic patterns and violations and reduce traffic accidents. Investigate all motor vehicle accidents including county in-house or county owned vehicles. Continue with traffic direction and control at certain county schools.
3. Identify, enforce and remove impaired drivers from our roadways.
4. To work closely with the CID and develop a monthly Crime mapping system to enhance the placement of manpower in high- crime areas.
5. To ensure that all patrol deputies receive additional training on processing of evidence at crime scenes, to ensure that all officers have a better understanding of how to preserve and protect evidence.
6. To complete installing video cameras in all patrol vehicles that are currently without video cameras, and to upgrade older cameras.
7. To begin a more aggressive program with the K-9 units, and utilize them more closely with the Narcotics and Special Operations Division, in order to give Patrol K-9 officers a better understanding on the apprehension of drugs and offenders.
8. Continue assisting with Neighborhood Watch programs and Community Policing programs regarding crime prevention.
9. To provide the Hamilton County School System with well-trained law enforcement personnel to ensure a safe and secure environment within the schools.

# **Hamilton County Sheriff's Office**

## **Investigative Services**



**2010**

## **Annual Report**



**Prepared by Captain Bill Johnson**

**Investigative Services Captain**

Criminal Investigations /Narcotics/Special Operations/Internal Affairs /Fugitive/Property-Evidence

***Hamilton County Sheriff's Office  
Investigative Services  
2010 End of Year Report***

The Investigative Services Division is comprised of five (5) sub-divisions; Narcotics/Special Operations (NSO), Criminal Investigations Division (CID), Fugitive Operations which includes the (Sex Offender Registry), Internal Affairs (IA) and the Property/Evidence Division totaling 59 full time and part-time personnel.

The Sex Offender Registry (SOR) reported 826 offenders reporting quarterly with 109 reporting annually. The Registry received \$27,150.00 in revenues verifying 263 addresses and made 28 arrests for non-compliance.

The Criminal Investigation Unit (CID) investigated 537 burglaries, and 284 general investigations, which include death Investigations, child abuse, fire investigations that were identified as not having a criminal offense, 108 theft from motor vehicle parts or accessories, 102 larcenies, 92 auto thefts and totaling all other offenses, the CID unit conducted 1,506 investigations.

The Fugitive Division is responsible for locating, apprehending individuals wanted on misdemeanor and felony warrants. The Fugitive Division receives most of its warrants from the criminal Sessions and criminal Courts. An estimated 90 percent of all sworn out warrants received are generated by the Chattanooga Police Department. During the year of 2010, the Fugitive Division received 12,861 warrants arresting 7,329 offenders. In the fiscal year of 2009-2010, the Fugitive Division made approximately 200 out of town prisoner transports at a cost of \$ 34,775.41, which included lodging and meals.

Detectives assigned to the DHS Grant received 1473 warrants with 285 warrants recalled, resulting in the arrest of 1,188 suspects for failure to pay child support.

The Internal Affairs Division investigated 34 formal complaints involving forty-two (42) employees, in addition to conducting thirteen (13) administrative reviews. Complaints were sustained against twenty-two (22) employees and not sustained against ten (10). Ten (10) other complaints were unfounded or exonerated. Fourteen (14) of the complaints were external, fifteen (15) were internal and five (5) were supervisor investigations.

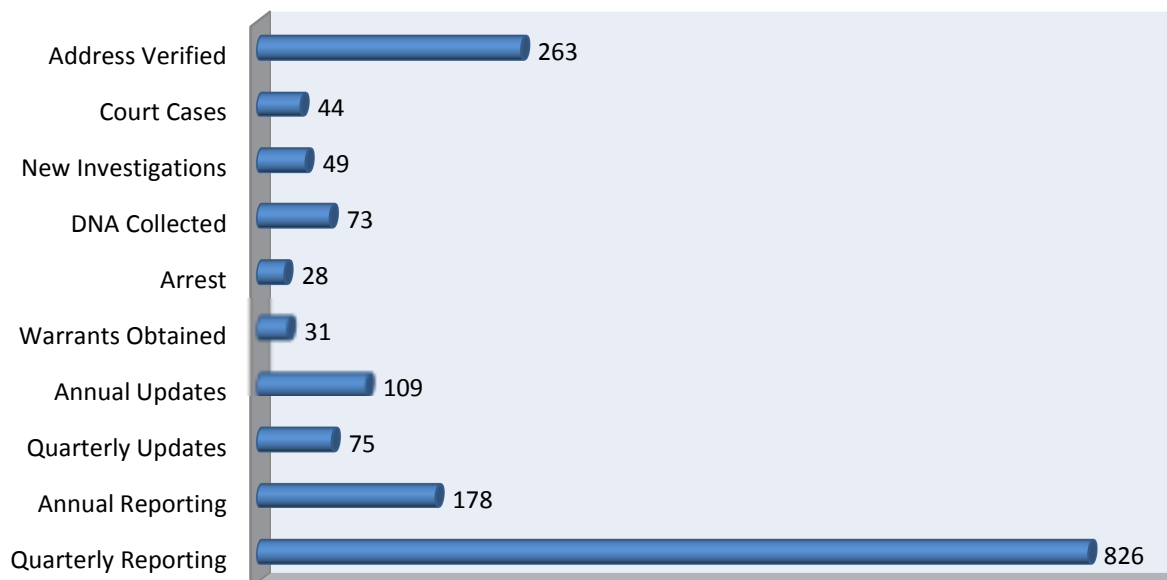
## *Investigative Services Assigned Division Personnel*

Division	Sworn Post Certified	Sworn Non - Certified	Civilian	
			Full-Time	Part-Time
Administration	1	0	0	0
CID	14	0	2	0
NSO	9	0	1	0
Fugitive	12	2	3	8
FBI/DEA Task Force	2			
Internal Affairs	1	0	1	0
Property/Evidence	0	2	0	1
Total {s}	39	4	7	9
Total Number of Personnel Assigned [ 59 ]				

## *Sex Offenders Registry*

During the year 2010, there were 826 offenders reporting quarterly with 109 reporting annually. The registry received \$27,150.00 in revenues verifying 263 addresses making 28 arrests for non-compliance.

### **Sex Offender Registry 2010**





## ***Narcotics /Special Operations***

The NSO Unit made 510 state arrests, 20 federal arrests and seized a total of \$733,850, in drugs (street value), which is a significant accomplishment.

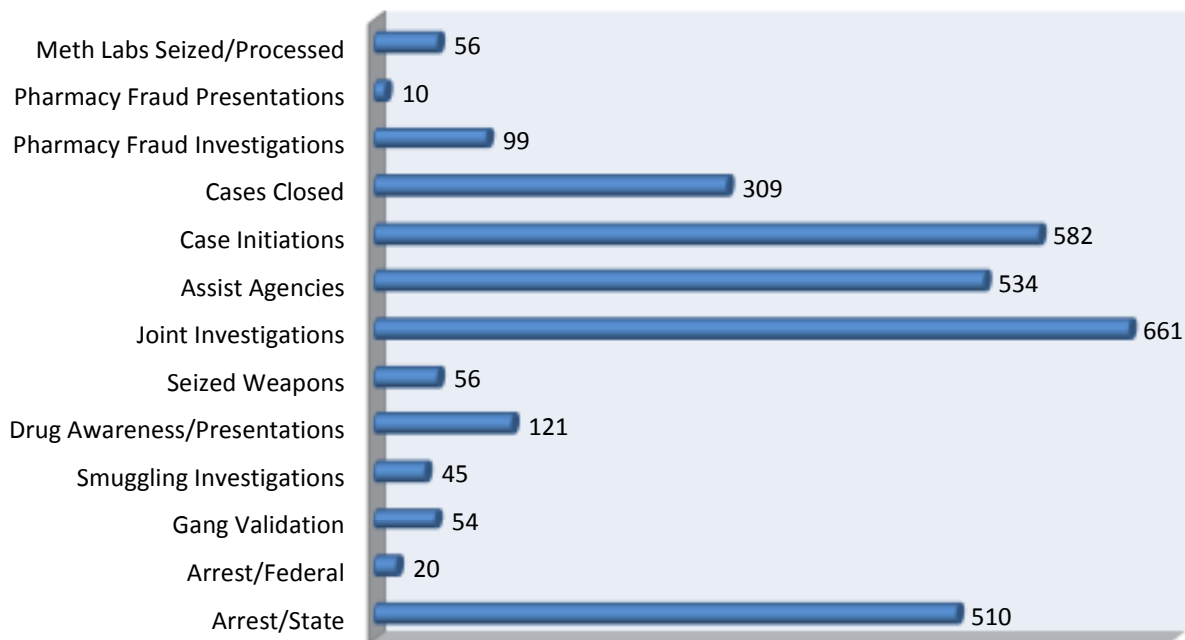
Other categories of comparison that increased were joint investigations, which showed a 27% increase. Assisted investigations with other agencies had a 58% increase.

A new category is the Gang Validation. The Sheriff's Office formed a Gang Unit to combat the acts of violence perpetrated by gang members in the Hamilton County schools and throughout the community. As reflected below there were fifty-four (54) persons validated as gang members.

The unit made 99 pharmacy fraud cases with Hydrocodone being the most prescribed opioid in Hamilton County. The unit conducted 10 pharmacy fraud presentations. Fifty-six (56) Meth labs were processed/ seized.

Additionally, the NSO Unit had a 54% increase in presentations. For the first time, gang presentations were requested as much as drug presentation.

### **NSO Activity 2010**

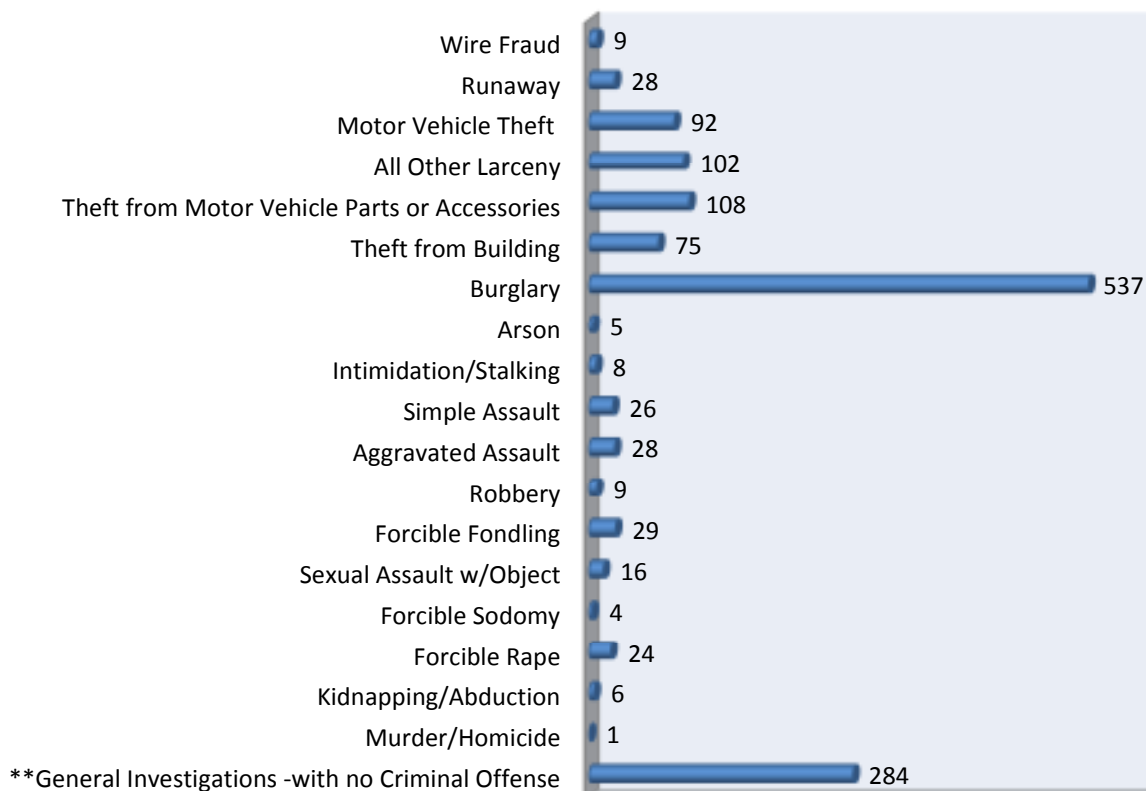


## ***Criminal Investigations***

The Criminal Investigations Division (CID) investigated 537 burglaries and 284 general investigations, which include death investigations, child abuse, fire investigations, and 108 theft from motor vehicle parts or accessories, 102 larcenies, 92 auto thefts and totaling all other offenses, the CID unit conducted 1,506 investigations.



## **CID Activity 2010**



**\*\* General Investigations with no Criminal Offense Includes – Death Investigations, Child Abuse, Fire Investigations.**

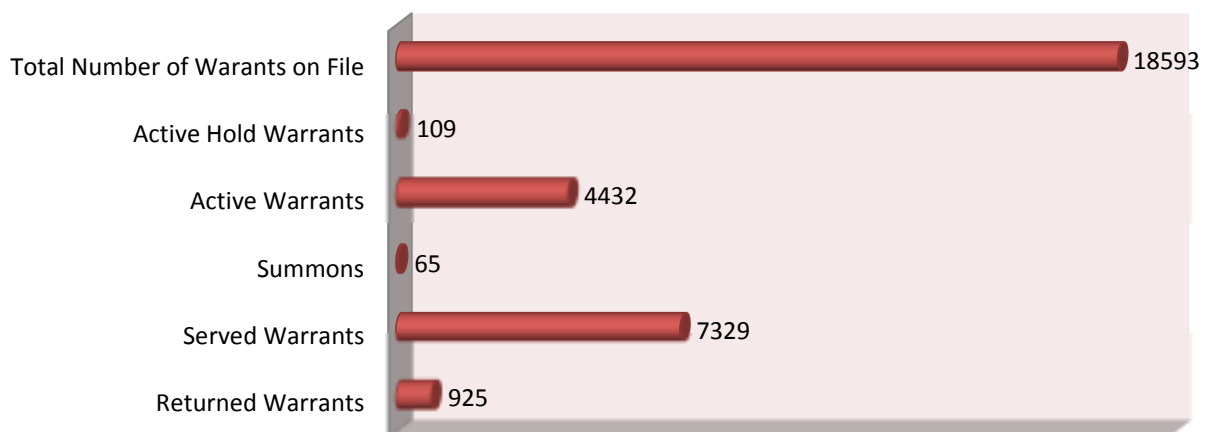
## ***Fugitive Division***

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**Fugitive Roundup**

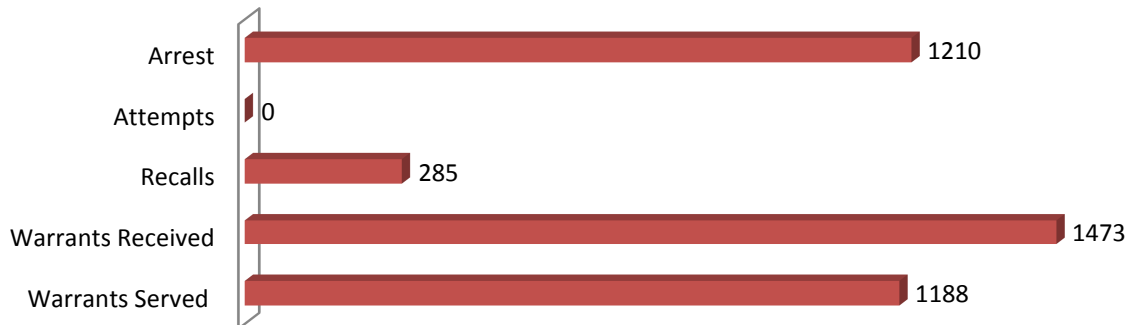
## **Received 12,861 Warrants for 2010**



## ***Department of Human Services Grant (DHS)***

During the year of 2010, detectives assigned to this task received 1,473 warrants and executed 1,210 warrants. There were 285 warrants recalled, 1,210 arrests of suspects for failure to pay child support.

### **DHS GRANT 2010**



## ***Internal Affairs***

The Internal Affairs Division investigated 34 formal complaints involving forty-two (42) employees, in addition to conducting thirteen (13) administrative reviews. Complaints were sustained against twenty-two (22) employees and not sustained against ten (10). Ten (10) other complaints were unfounded or exonerated. Fourteen (14) of the complaints were external, fifteen (15) were internal and five (5) were supervisor investigations.

### **Internal Affairs 2010**



## ***Property Evidence***

The Property/Evidence Division is made up of two (2) full- time personnel with an additional one (1) part-time person. During the calendar year of 2010, the Property/Evidence Unit received 3,406 pieces of evidence.

Year of 2010	Property Evidence		
	General	Drugs	Audio Visual
In-Take	1835	936	635
Dispositions	145	90	825
Closed (Returned to Owner/Destroyed)	376	3	3
Court Orders	3	0	2
Court Order Items	580	0	825
Total P/E in System for May 2011	6241	936	635
		Grand Total	7812

## **Goals and Objectives**

Our goals and objectives in the Investigative Services Division are to serve the public, protect the innocent, and enforce the laws of the state of Tennessee within the boundaries of Hamilton County. This is accomplished through a process, which emphasizes a team approach geared towards the protection of life, property, and preservation of peace and the prevention of crime. Each operational area - Narcotics/Special Operations, Fugitive, Criminal Investigations, Internal Affairs and Property-Evidence, work together in a responsible and professional manner communicating with other divisions and agencies to investigate all crimes/complaints coming to the attention of the Investigative Services Division.

- Continue training personnel to be efficient and more effective with job task;
- Continue to focus all divisions to work together as one team;
- Assign nine (9) new detective positions with the Investigative Services Division Operations: four (4) detectives for the Narcotics/Special Operations Division to continue to fight the drug/gang problems throughout the Hamilton County area; two (2) detectives for the Fugitive Division to be able to focus more on violent offenders and gang members and remove them from the streets of Hamilton County, two (2) detectives for the Criminal Investigations Division. This will allow for a full time fire investigator assigned to CID and one (1) full time detective assigned to the Internal Affairs Division.
- Equip the new processing bays (addition to Property/ Evidence) in order to begin processing vehicles and other items of evidence locally;



## **ACCOMPLISHMENTS 2010**

- ✓ The creation of the Investigative Services Division which was put in place in October 2009, with the division being made up of four (4) units, Narcotics/Special Operations, Fugitive Division, Criminal Investigations, Internal Affairs Division with the Property/Evidence Section added in June 2010. These divisions are under the oversight of one (1) captain, creating an organizational structure.
- ✓ The Internal Affairs Division conducted twenty-five (25) formal investigations and tracked five (5) supervisor investigations making thirty-four (34) Investigations involving forty-two (42) employees.
- ✓ The Internal Affairs Division conducted forty-eight (48) Backgrounds on new entry-level employees for the Hamilton County Sheriff's Office and the Hamilton County Park Rangers.
- ✓ Criminal Investigative Division created and taught a P.O.S.T. approved Criminal Investigation Course, which provided investigative skills and training to a number of departments.
- ✓ Creation of the Child Abuse/Sex Crimes Unit was established to address the issues concerning these types of crimes. Two (2) detectives have been assigned to this task, which should balance out the caseload and serve the citizens of Hamilton County professionally. Increased training during year of 2010.
- ✓ Construction is complete at the West Sector on the new processing area to assist the forensic team in the collection of evidence in a more controlled environment. This has been a top priority for over three (3) years.
- ✓ NSO Unit 2010 yearly comparison report reflects that the unit's overall work performance increased significantly in many areas. State arrests went over 500, which is a significant accomplishment. Other categories of comparisons that increased were joint investigations, which showed a 27% increase. Assist other agencies had a 58% increase. A new category is the Gang Validation. The Sheriff's Office formed a Gang Unit to combat the acts of violence perpetrated by gang members in Hamilton County Schools and throughout the community. As reflected above, there were fifty-four (54) persons validated as gang members. Additionally, the NSO Unit had a 54% increase in presentation. For the first time, gang presentations were requested as much as drug presentations.
- ✓ In 2010, one (1) clerk was added to the Fugitive Office to assist with the office operations allowing a detective to return to the field and a part-time clerk was added to the Property-Evidence Section.



# **HAMILTON COUNTY SHERIFF'S OFFICE**

## **SUPPORT SERVICES DIVISION**

### **2010 ANNUAL REPORT**



**Capt. Lenda Clark**



**Director G.A. Bennett**

Prepared by P. Hutchings & Lt. M. Templeton

The Support Services Division is comprised of five (5) units or divisions: Training Division, Law Enforcement Accreditation, Central Records, Planning and Research, Public Information Office and the Office of Community Affairs, totaling 23 full time and part time personnel. Additionally, Support Services controls eight (8) separate administrative functions performed by members of the Division; Communications, grants, career development and leadership, college internship, volunteer coordination, administrative oversight of the crisis intervention team (C.I.T.) and management of the area's bonding and wrecker companies and the Sheriff's Office monthly newsletter.

During Calendar Year 2010, the Training Division conducted annual training for over 400 employees and training for 183 Officers from area Departments. The Central Records Division performed a total of 37,767 (+) data entries into the Visions Records Management System and Hamilton County Criminal Justice (CJUS) System. The Accreditation Division developed and published 440 Policies and Procedures, and made major forward movement towards official CALEA Accreditation. The Public Information Office issued 166 Press Releases, participated in 6 Press Conferences and spearheaded several special events. The Community Affairs Office re-instituted the Neighborhood Watch Program throughout the County and interacted with 1,160 County Residents assisting with 100 (+) concerns from County Residents. The Support Services Division issued 12 Sheriff's Office Newsletters, developed and implemented 14 successful

Special Projects to assist the residents of Hamilton County and developed a Planning and Research Team to assist moving the Sheriff's Office successfully into the future.

SUPPORT SERVICES PERSONNEL	SWORN	SWORN2	SWORN3	CIV	CIV2	A.L.	F. M.L.	M.L.	O				
	CERTIFIED	NON-CERTIFIED	NON-CERT. P/T	F/T	P/T				J				
									I				
Administration	1	1			1								
Training Division	2			1				1					
Records Division				10	1	1							
Accreditation	1				1								
Public Affairs				1									
Public Information				1									
Total(s)	4	1		13	3	1	1						
Total Number of Assigned Personnel:		21					-1	-1					

## Rifle Training Instructor

### **TRAINING DIVISION**

The Training Division is responsible for all training required by Sheriff's Office employees. It also conducts training for outside law enforcement agencies.

The training courses on firearms, taser, defensive tactics and baton, emergency vehicle operations, CPR, K-9, S.T.O.P.S. NCIC and records, O.C. spray, spike strips, field training are all mandatory training fields and all sworn and certified officers must have this required training each year. Additionally, the Training Division is responsible for all Corrections Division Training for all certified corrections officers. The Training Division successfully implemented a series of 40 hour in-service training seminars for all required personnel over the course of calendar year 2010.

The **Training Division** coordinates all P.O.S.T. certified and specialized training for sworn law enforcement officers and reserve officers as well as all mandated TCI specialized training for correctional officers.



## K-9 Training

### **Performance Goals and Objectives for 2010 are as follows:**

Develop and implement a 40 hour annual In-Service training seminar which maintains the certification of each officer as specified and required by the Tennessee P.O.S.T. Commission.

- Schedule various specialized schools to be conducted for the Hamilton County Sheriff's Office.
- Make travel arrangements for officers attending out- of- town/out- of- state specialized schools.
- Insure that state standards and qualifications are met for each officer.
- Stay knowledgeable of new laws, equipment, and developments in law enforcement.
- Ensure each officer is proficient and qualifies with their assigned weapon(s).
- Provide consistent training throughout the entire agency.
- Establish an annual budget and work within the budget requirements. **(Over budget – this area needs revision as the training budget includes all meetings and seminars. CALEA and**

TCI/ACA Standards of training must be met which will require an increase in budgetary funds)

- Maintain records of those who attend various training and specialized schools.

### **2010 TRAINING SUMMARY**

The Training Division conducted a total of 56 training sessions for over 1,350 employees and outside agency personnel. Additionally, the division financed specialized training not available at the Sheriff's Office to over 101 employees who attended outside training sessions.

### **Goals & Objectives for 2011 are as follows:**

- Develop and implement annual In-service training regimen which maintains the certification of each officer as specified and required by the Tennessee P.O.S.T. Commission
- Implement annual In-service training for all Corrections employees and all civilian staff.
- Schedule various Specialized Schools to be conducted for Hamilton County Sheriff's Office employees
- Insure state standards and qualifications are met for each employee.
- Stay knowledgeable of new laws, equipment, and developments in law enforcement.
- Ensure each officer is proficient and qualifies with their assigned weapon(s).
- Provide consistent training throughout the entire department.
- **Establish an IFAS Account with a set budget amount for the Training Division. Separate other travel expenses from specialized training budget (Essential!)**
- Maintain records of those who attend various training and specialized schools.
- Increase the size of the Training Division to four full time employees (currently the entire Unit is staffed by a sergeant (on military leave), corporal (temporary), a corrections officer (for corrections training, and a records clerk)



Motor School



## Explorer Program Training



## **ACCREDITATION & PROFESSIONAL STANDARDS DIVISION**



The Accreditation and Professional Standards Division was developed in 2010 to lead the Hamilton County Sheriff's Office through the extremely important accreditation process established by the Commission of Accredited Law Enforcement Agencies (**CALEA**). This is long-range process that involves developing and implementing changes in department policy and Procedures to comply with the 479 Standards that **CALEA** sets forth. Once completed, this will place the Hamilton County Sheriff's Office in the top 10 percentile of police agencies throughout the Country.

This accreditation process involves several important steps. The first step in achieving accreditation is to conduct a self-assessment of agency directives and procedures, analysis of nine (9) major Law Enforcement categories that must follow the minimum standards that top law enforcement agencies throughout the United States have set. The next step in the process was to develop a new set of policies and procedures regulating how the Sheriff's Office is managed both operationally and administratively. The agency then had to publish and ensure that the all

members of the Sheriff's Office had read and understood the new policies, and that they were complying with the new regulations. The new regulations were published into a set of directives titled the Hamilton County Sheriff's Office "General Orders". These General Orders were published on line in Policy Tech and each member of the agency was required to read and sign "electronically" that they had read and understood the orders. The final and ongoing step in preparing for accreditation, is to document compliance with all the new regulations. Once this compliance has been established and documented, the Commission on of Accreditation of Law Enforcement Agencies will conduct an in depth assessment of our agency, and issue the **CALEA** Accreditation. This is a 3 year project, and calendar year 2010 was our first year.

During calendar year 2010, the Accreditation and Professional Standards office developed, and published 440 new policies and procedures. The office then began developing documented proofs of compliance of the new standards to show that the agency as a whole is complying with the **CALEA** Standards. We have developed a set of management and reporting procedures that were never before in place at the Sheriff's Office and are currently well over 50 percent of the way through the process of being ready for the **CALEA** Assessment.

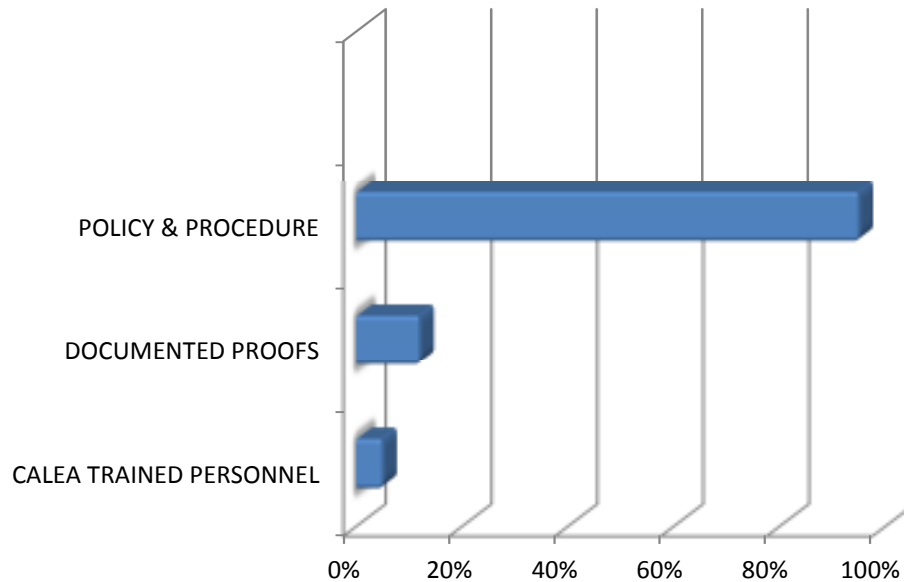
#### **GOALS AND OBJECTIVES FOR 2010**

- **To conduct a self-assessment of the Sheriff's Office and develop a set of professional standards to be implemented that will ultimately lead to *CALEA* accreditation.**
- **To gather documented proofs of compliance of these standards.**
- **To conduct training of all employees on the *CALEA* accreditation process.**



Lt. Templeton Receives Award

## ACCREDITATION AND STANDARDS COMPLETION RATE



### **GOALS AND OBJECTIVES FOR 2011**

- To complete the development of the professional standards (General Orders)
- To complete the gathering of CY 2010 proofs of compliance of the *CALEA* standards
- To complete the gathering of CY 2011 proofs of compliance of the *CALEA* standards
- To schedule and conduct at least one (1) “Mock Assessment” in preparation for the actual *CALEA* assessment which will lead to national and internationally accepted accreditation, which is tentatively scheduled for November 2012.

### **PUBLIC INFORMATION OFFICE**

The Public Information Office at the Hamilton County Sheriff’s Office gathers and disseminates timely and accurate information regarding law enforcement efforts to the public, through various print and broadcast media. Information is distributed to the public through news releases, press conferences and special events.

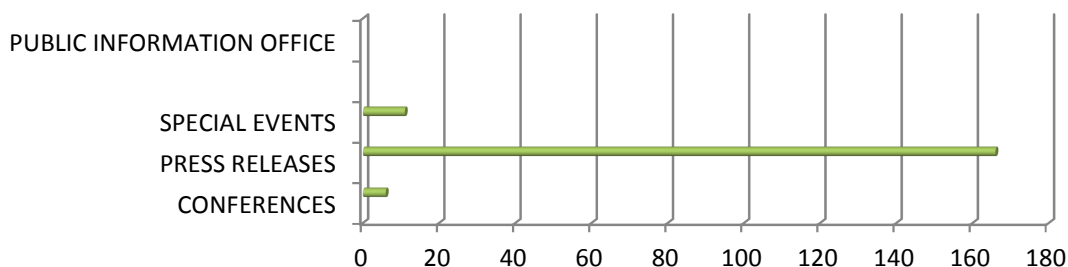
Additionally, during critical incidents such as natural or man-made disasters or major criminal occurrences, the Public Information Office (P.I.O.) will establish a safe area for media personnel and act as the liaison between the police and all public media personnel.

The P.I.O. also develops and takes part in special events such as awards banquets for employees and different events that contribute to local law enforcement (Law Enforcement Memorial) and the citizens of Hamilton County such as the Hamilton County Fair, Shred it Day and the annual toy drives for needy children.

The Public Information Office promotes and encourages support from media outlets to publish television programs such as Cold Case Death Investigation and the Sheriff's "12 Most Wanted" program. Both programs are successful in assisting the Sheriff's Office with closing cases and arresting fugitives.

### **GOALS AND OBJECTIVES FOR 2010**

- To promote the Hamilton County Sheriff's Office and employees by providing positive information to the media as well as organizing programs and events within the Sheriff's Office.
- To accurately disseminate information relating to the operations and activities of the Hamilton County Sheriff's Office, without jeopardizing the integrity of events, criminal investigations or employees.



### **GOALS AND OBJECTIVES FOR 2011**

- To promote this agency and its employees by providing positive information to the media as well as organizing programs and events within the Sheriff's Office.
- To accurately disseminate information relating to the operations and activities of the Hamilton County Sheriff's Office, by working with the media and public in a professional and courteous manner that will keep the public informed without jeopardizing the integrity of events, criminal investigations or employees.

## **CENTRAL RECORDS DIVISION**

The Central Records Division is a central repository of records to meet the needs for the Hamilton County Sheriff's Office, other law enforcement agencies and the public when requested. To accomplish this goal it must maintain the highest level of up- to- date and accurate information and comply with all state and nationally mandated standards. Central Records prepares and maintains a complete record system for the department, which includes statistical and summary reports, classifying and coding incidents and other related office and clerical work. In 2010 Central Records performed 37,767 (+) data entries into the Visions Records Management System and Hamilton County Criminal Justice (CJUS) System. The division is also responsible for the National Crime Information Center (NCIC) entries of wanted persons, protection orders, sex offenders, stolen articles; guns permit investigations as well as any other time-sensitive entries not handled by the Hamilton County 911 District. Third- party audits and validations are conducted on all time-sensitive entries (missing persons, stolen vehicles) performed by 911 Communications Center employees. Inmate jail folders are audited for accuracy and filed in a secure area until transferred to microfiche for archiving. This unit provides records support to all law enforcement functions and reports crime statistics to the TBI on a monthly basis as mandated by TCA 38-10-101.

During early spring 2010, the HCSO I.T. staff built the electronic arrest report system for HCSO and other entities. However, after implementation, the electronic arrest report would not upload to Visions RMS as planned. The implementation of the electronic arrest reports substantially increased the work load for Central Records in that all reports must be printed, audited for errors and manually entered into Visions RMS. This process is very time consuming and caused a backlog of arrest reports waiting to be entered at year's end. The I.T. Division has planned to up date this system, and the new System will alleviate the need for manually entering the arrest reports. The upgrade is expected to take place in the 2<sup>nd</sup> Quarter of 2012.

## **2010 Goals & Objectives**

- Serve the public, employees and other law enforcement entities by providing timely, efficient information regarding incidents that occur within Hamilton County Sheriff's Office jurisdiction.
- Submit TIBRS reports on monthly basis with 0% error rate
- Conduct entry into NCIC on any person arrested for domestic related offenses in which bond conditions are set by a magistrate
- Coordinate the update of information in TCIC/NCIC sex offenders who are registered in Hamilton County
- Complete backlog received from Corrections/Sentence Management of arrest record expungement orders from CJUS
- Relocate office, dividing employees between East and West Sector Annex
- Increase NCIC/TIES/NLETS Instructors to 2



**Goals and objectives for 2011 are set as follows:**

- Serve the public, employees and other law enforcement entities by providing timely, efficient information regarding incidents that occur within Hamilton County Sheriff's Office jurisdiction
- Additional employees to cover increased workload
- Change job classification of records supervisor to records manager
- Relocate Central Records to East & West Sector Annex Buildings
- Select an alternate RAC of TIBRS Reporting
- Select an alternate Visions RMS administrator

**COMMUNITY AFFAIRS  
DIVISION**

The Community Affairs Division is responsible for being the liaison with citizen groups in Hamilton County. This division works daily to establish Neighborhood Watch Programs, and implement special assignments and projects for this agency which benefits the citizens of Hamilton County. Members of community affairs office address citizen concerns and assist with advocacy and training.





## **2010 Goals and objectives**

- To assist in special assignments and projects for the citizens of Hamilton County.
- To re-implement and expand the Neighborhood Watch Program by 5% per year. This program trains our citizens to work with law enforcement in an effort to keep trained eyes and ears on their communities. Additionally, the Neighborhood Watch Program promotes good neighbor ethics.

## **NEIGHBORHOOD WATCH PROGRAM SUMMARY:**

Meetings held: 37

Total citizens in attendance: 1,160

Concerns expressed by citizens and results are as follows:

**TRESPASSERS/SOLICITORS** – Increased patrol by HCSO deputies on all shifts, and education was provided regarding Tennessee State laws about soliciting. Residents now understand that they need to place “No Soliciting or No trespassing” signs on their personal property for deputies to be able to enforce laws regarding soliciting. Residents are now becoming more efficient at calling the police when solicitors are actually on their property and they better understand that they do not have to open their doors to strangers.

**SPEEDING IN NEIGHBORHOODS** – Increased traffic patrol for speeders by uniform patrol, and traffic division placing the speed trailer and speed spy in various neighborhoods where residents were experiencing high speed concerns. Information gathered from these tools document the actual speed of vehicles coming into neighborhoods and has enabled deputies to be more visible during the peak times of travel and to issue citations to violators. One subdivision noted that their speed limit sign was too fast and this problem was turned over to the Hamilton County Highway Department to have the speed limit decreased. The speed limit for this community was decreased from 35 to 20 miles per hour.

**DRUG ACTIVITY**– HCSO narcotics division has been notified of **all** drug issues voiced at the watch meetings for further investigation. Undercover operations have been in place in various neighborhoods with arrests and seizures of property occurring. Neighborhood Watch groups have been instrumental in working with this agency regarding narcotics.

**PROSTITUTION** – One community voiced concern that there was drug activity and prostitution occurring in their neighborhood. Increased patrol and blockage by adding guardrails onto property stopped the illegal trespassing where the drug and prostitution activities were occurring. HCSO narcotics worked undercover on these issues also.

***Issues voiced during Neighborhood Watch meetings are addressed immediately by forwarding information onto the appropriate departments or outside agencies within 24 hours by the Community Relations Coordinator.***

### **SPECIAL PROJECTS AND SPEAKING ENGAGEMENTS:**

- a. Law Enforcement Memorial, research for family members.
- b. Elder Fraud Presentation – Burkes United Methodist Church.
- c. Elder Fraud Presentation – White Oak Baptist Church
- d. “Get Nailed Car” Presentation in conjunction with the THP-Governor’s Highway Safety Program. Organized as a joint effort with THP, HCSO and the Pantry Corporation.
- e. Trained the Soddy Daisy Police Department to provide them an education on forming Neighborhood Watch Programs in their Community.
- f. Senior Safety Presentation at Gateway Towers
- g. Development of the HCSO Retiree’s Luncheon.
- h. Personal Safety Presentation at American Auto General Finance.

### **NARRATIVE SUMMARY:**

The year 2010 brought about several opportunities to work with the community in different venues. This division had the opportunity to speak at five churches and senior living facilities with their senior citizen groups regarding safety and fraud issues for the elderly. This agency worked in conjunction with the Tennessee Governor’s Highway Safety Program and The Pantry Corporation to place the “Get Nailed Car” at various locations in Hamilton County. During 2010, the Office of Community Affairs worked with the Red Bank Police Department and Soddy Daisy Police Department in the formation of their Neighborhood Watch program. Community affairs also worked directly with the Chattanooga Police Department in a joint effort to provide information and Neighborhood Watch programs in three of their communities.

The Senior Expo was held in the summer of 2010, with HCSO present promoting senior safety and neighborhood watch information.



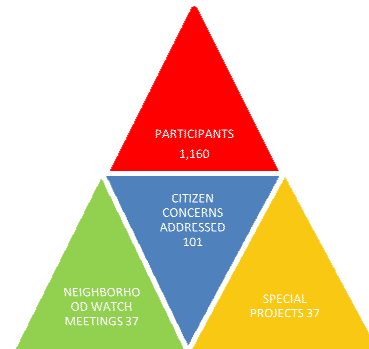
The Office also began conducting research for family members of officers killed in the line of duty to prepare for *the Law*

***Enforcement Memorial***

event that is held in May of each year. The information gathered was also for fallen officers in adjoining counties and municipalities throughout Southeastern Tennessee.



This division worked on formation of a yearly retiree luncheon to be held every October. This will provide an opportunity for retirees to stay in contact with each other as well as the HCSO. The first luncheon was held in October of 2010 with a large turnout of retirees.



### **GOALS AND OBJECTIVES FOR 2011:**

1. To assist in special assignments and projects for the citizens of Hamilton County.
2. To expand the Neighborhood Watch Program which allows citizens to work in partnership with law enforcement to keep trained eyes and ears on their communities and to promote good neighbor ethics.

### **CAREER COUNSELING/ORGANIZATIONAL DEVELOPMENT**

The Office of Organizational Development for the Hamilton County Sheriff's Office was originally titled Career Development and began in 2009 as an initiative to assist officers in career planning. The primary work of Career Development was to help officers develop career and life strategies by identifying and accessing educational and specialized law-enforcement training opportunities, as well as helping employees to map out their overall life goals. When the current coordinator moved into the position in early 2010, he saw an opportunity to expand the work of Career Development by bringing a specific emphasis on leadership development to the office. This leadership development work was offered in one-on-one settings, with targeted small groups within the agency, as well as a part of HCSO's weekly in-service schedule that year. By working not only with the officer population of the agency, but also its command staff, the coordinator recognized an opportunity to expand career and leadership development into an overall emphasis on organizational development. Individual officer career development, as well as an emphasis on the strategic development and mobilization of leaders within the agency, is two key components of the work of organizational development within the agency. In addition, the Organizational Development coordinator works regularly with the command staff on the agency's mission fulfillment, visioning, and the long-term goals and strategy that arise from visioning.

## **GRANTS**

1. Port Security Grant #1: \$171,941  
Received for marine patrol equipment
2. Port Security Grant #2: \$70,113 Received  
for SWAT marine and dive team  
equipment.



**SWAT Zodiac Boat**

## **SPECIAL PROJECTS**

The Support Services Division worked on a myriad of special projects to benefit the citizens of Hamilton County in 2010. Below is a partial list of the projects and a brief description of each.

1. Awards Banquet – Sheriff's employees recognition –
2. Law Enforcement Memorial – Honoring officers killed in the line of duty.
3. Sheriff's School Lunch Program – Meetings with school administrators to discuss ongoing problems and concerns.
4. Networking with the area's Crime Stoppers program (received \$10,000)
5. Wrecker Program – To establish clear and equitable guidelines for wrecker operators who are on the county's rotation list
6. Bonding Agencies – To establish clear and equitable guidelines for bail bonding agencies that are licensed and approved by the criminal court system.
7. Chattanooga Hate Crimes Network.
8. Court building information desk – volunteers
9. Shred It Day
10. LAW Publications – literature distributed to citizens to aid with their safety, security and protection, along with drug resistance information distributed to students book project –
11. Compiling an assortment of Hamilton County deputies stories to turn into a published book –
12. Family Justice Center – To establish a justice center for victims of crimes, both adult and juvenile, providing counseling and other services
13. Project Life Saver – project to help the elderly, especially with Alzheimer's disease, which would give them a wrist band that would allow police to find them if they are lost.



**Awards Banquet 2010  
Lt. Wilson receiving Award**

# HAMILTON COUNTY SHERIFF'S OFFICE

## CORRECTIONS DIVISION

### ANNUAL REPORT 2010



#### Deputy Chief Richard Shockley

Prepared By: Captain John Swope Corrections

The Hamilton County Corrections Division consists of five (5) subdivisions; Jail Operations, Security Operations, Sentence Management, ACA Accreditation, and Support Services. The entire Corrections Division is comprised of 149 employees.

**Jail Operations** consists of insuring the safety, security, and well-being of all inmates (500+) housed in the Hamilton County Jail. Booking and release of inmates is also handled by this area as well as inmate transports and court transports.

**Security Operations** consists of the handling of high risk inmates, disciplinary procedures, disciplinary segregation, high risk transports, inmate recreation and library, jail tours, the inmate telephone system, jail vehicles, fire safety, and gang validation.

**Sentence Management** is responsible for inmate classification, inmate board billing, court dockets and related paperwork, and fingerprint submission.







**The ACA Accreditation Manager** is responsible for the compliance with The American Corrections Association Standards as well as The National Commission on Correctional Health Care Standards. They are responsible for insuring that the policies and procedures and P.O.S.T. orders are maintained, revised, and current through the use of the Policy Tech System.



**The Support Services Division** is responsible for the jail clinic, supply, and building maintenance. The jail clinic is run by Erlanger Hospital and is responsible for addressing the medical, mental health, and dental needs of the inmate population. The supply area is responsible for the maintaining of all items that are issued to the inmate population and the supplies that are used to clean and sanitize the Justice Building. The building maintenance area is responsible for all maintenance and repair of all areas of the Justice Building. The corrections division is comprised of 148 employees.

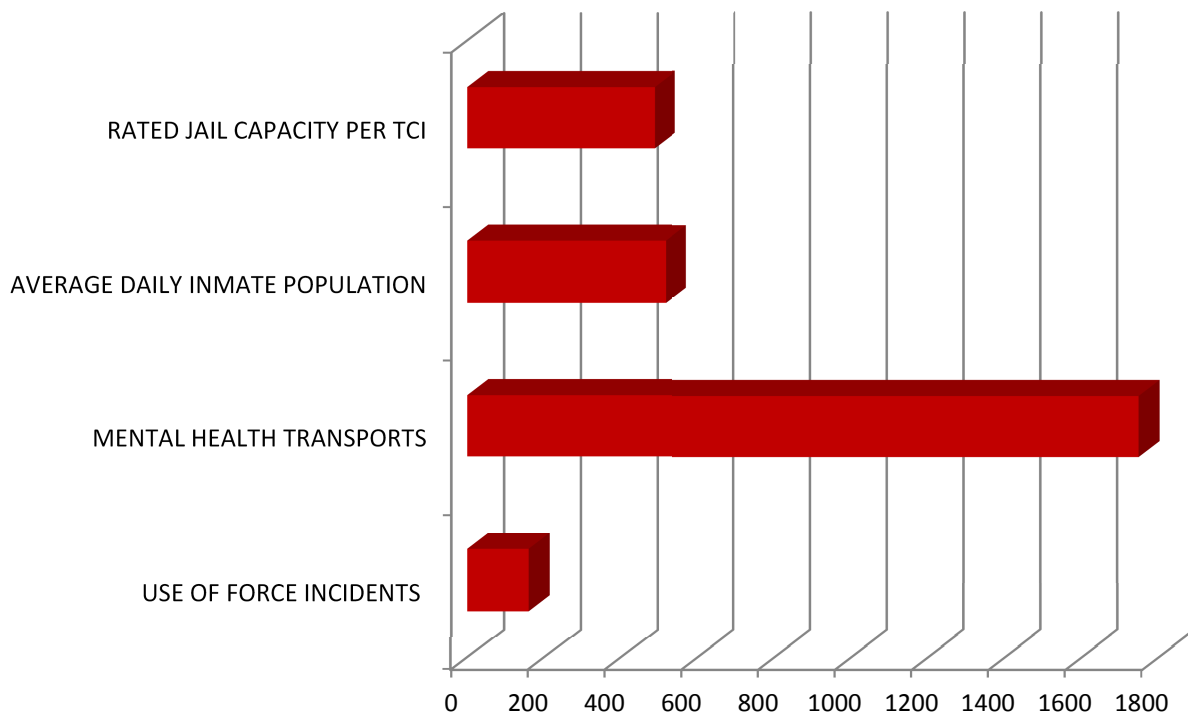
#### **GOALS AND OBJECTIVES FOR 2010:**

1. Provide program opportunities for the inmate population to enhance basic life skills.
2. Maintain a safe and secure jail. .
3. Protect the health and welfare of all inmates.
4. Develop an improved partnership with CCA and emergency services to provide comprehensive mass emergency evacuation plans for the jail.
5. Obtain candidate status with the ACA in pursuit of ACA accreditation. Complete policy and procedure revisions.
6. Complete all P.O.S.T. orders and publish them to the HCSO Policy Tech system. Publish and distribute the new English and Spanish editions of the inmate handbook and publish to the HCSO Policy Tech system.
7. Identify and create an incentive program to allow corrections officers to attain CCO and/or CJO status. .
8. Incentive program to allow supervisors and managers to attain certified professional status from ACA and/or AJA.
9. Implement a health and fitness program for all correctional officers.
10. Keeping the Adult Basic Education and GED program in place. .
11. Keeping religious services for English and non-English speaking inmates in place.
12. Keeping anger management programs for inmates in place.
13. Maintain training and safety committees.
14. Corrections division employees to complete all state required training.
15. Continue to operate a sentence management program in order to maintain inmate sentence info, and coordinate with other agencies for the transfer of inmates and manage inmate records.
16. Maintain inmate fee program.
17. Maintain the inmate legal research program which includes a legal research person available to come on-site and typewriter and copy machine accessibility.
18. Continue to operate a full- service 24/7 health service program contract with local hospital.

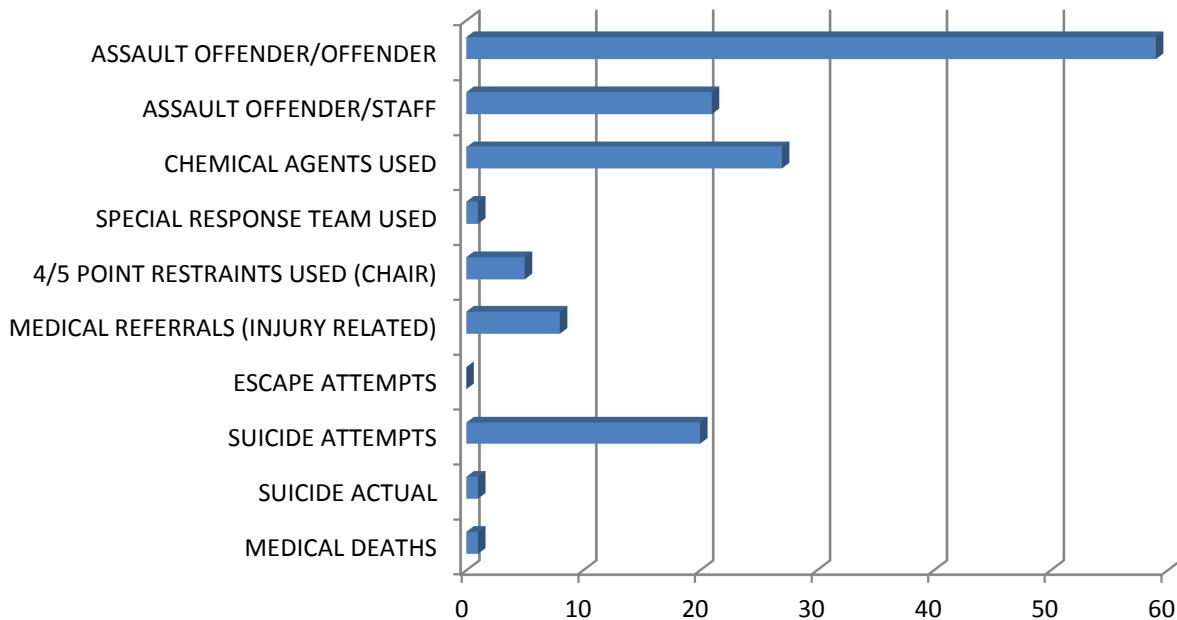


*Spiritual guidance for inmates*

## HCSO CORRECTIONS DIVISION STATISTICS



## CORRECTIONS CRITICAL INCIDENT STATISTICS



During Calendar Year 2010 the Corrections Division had a total of 143 incidents that would be considered critical incidents. These incidents consisted of physical assaults between inmates, physical assaults on staff from inmates, circumstances where staff deployed chemical agents to regain control.

CORRECTIONS PERSONNEL	SWORN	SWORN2	SWORN3	CIV	CIV2
	TCI CERTIFIED	NON-CERTIFIED	NON-CERT. P/T	F/T	P/T
Deputy Chief	1				
Captain of Corrections	1				
Corrections Officers	133		1		
Chaplain				1	
Corrections Counselor				1	
Court Liaison				2	
Secretary					
Records Supervisor				1	
Records Clerk				6	
Finance Assistant				1	
Food Service Supervisor				1	
Total(s)	135		1	13	
Total Number of Assigned Personnel: 149					

# **HAMILTON COUNTY SHERIFF'S OFFICE ADMINISTRATIVE DIVISION ANNUAL REPORT – 2010**



## **Director Donald Gorman**

The Hamilton County Administrative Services Division is made up of four (4) sub-divisions, with 16 full - time and part - time employees. The first of these sub-divisions is the Human Resources Services Team which has two employees and is tasked with all the HR work for an organization with 400(+) employees. The second is the Finance and Budgeting Team which has one employee and is tasked with maintaining and accounting for a budget in excess of twenty-seven million (\$27,000,000 +). The third division consists of Purchasing, which is in charge of expenditures for the entire budget, and has two employees. The fourth consists of the Information Technology (I.T.) Team which has five full-time and four part-time employees and is tasked with hundreds of weekly duties to maintain the system and constantly update the myriad of problems that develop in a modern computer and internet organizational system.

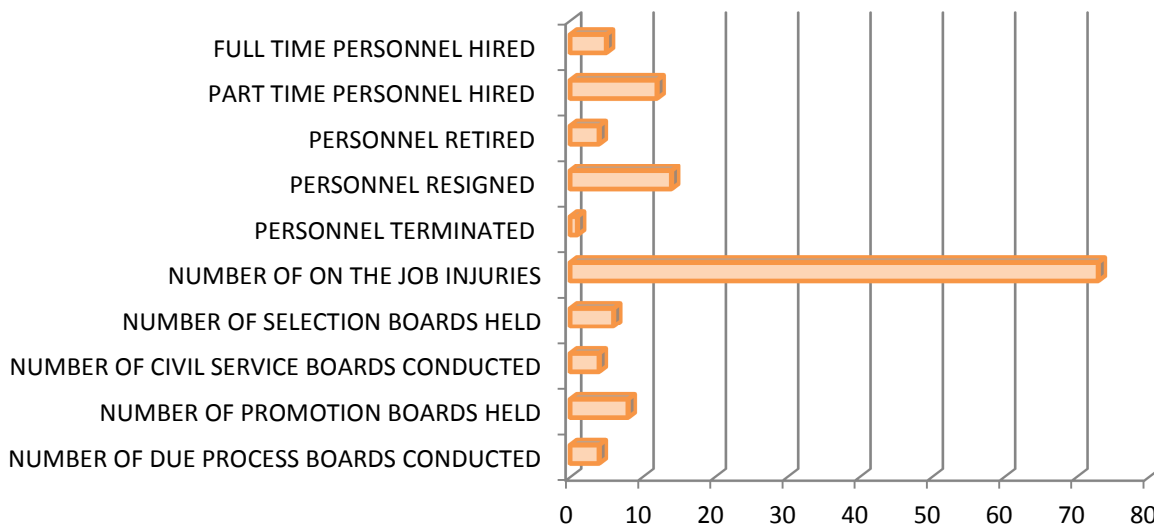


### **ADMINISTRATIVE DIVISION GOALS AND OBJECTIVES FOR 2010/2011:**

1. Provide the HCSO with adequate manpower levels and a well-equipped and professionally trained law enforcement staff.
2. Efficiently maintain and monitor all revenue received and expenditures made on behalf of the agency.
3. Expand grant funding sources for law enforcement services.
4. Up-date and up-grade all equipment utilized by agency employees.
5. To assist the sheriff, chief deputy and command staff in the decision making processes for the operation of the HCSO.

The Human Resources Division had an exceedingly busy year, as they are in charge of the recruitment and selection of all full time and part time personnel, the promotions process, maintaining all personnel files as well as agency payroll for the Department. The H/R team is also closely involved with the Civil Service Board and due process boards. During calendar year 2010, the H/R team was closely involved with the hiring of twelve (12) new employees, as well as the resignation/termination and retiring of thirteen (13) employees. They oversaw the implementation of fourteen (14) formal boards regarding selection, promotion, civil service and due process issues.

### **HUMAN RESOURCES PERSONNEL STATISTICS 2010**



**FINANCE/BUDGET DIVISION:**

Overall Budget:	\$ 27,051,656
Amount Spent:	\$(27,361,866 (includes estimated expense accruals)
Amount Not Spent:	\$ (310,210) (Loss)
Capital Budget Received:	\$ 548,731
Capital Budget Expended:	\$ (548,663)
Confiscated Funds Budgeted:	\$ 410,000
Confiscated Funds Expended:	\$ (228,797)
Sex Offender Registry Budgeted:	\$ 48,050
Sex Offender Registry Expended:	\$ (19,680)
Overtime Budgeted for the Year:	\$ 1,109,419
Overtime Expended for the Year:	\$ (1,372,120)

*\*ALL FINANCIAL AMOUNTS ARE "UNAUDITED" AT THE TIME OF THIS REPORT.*

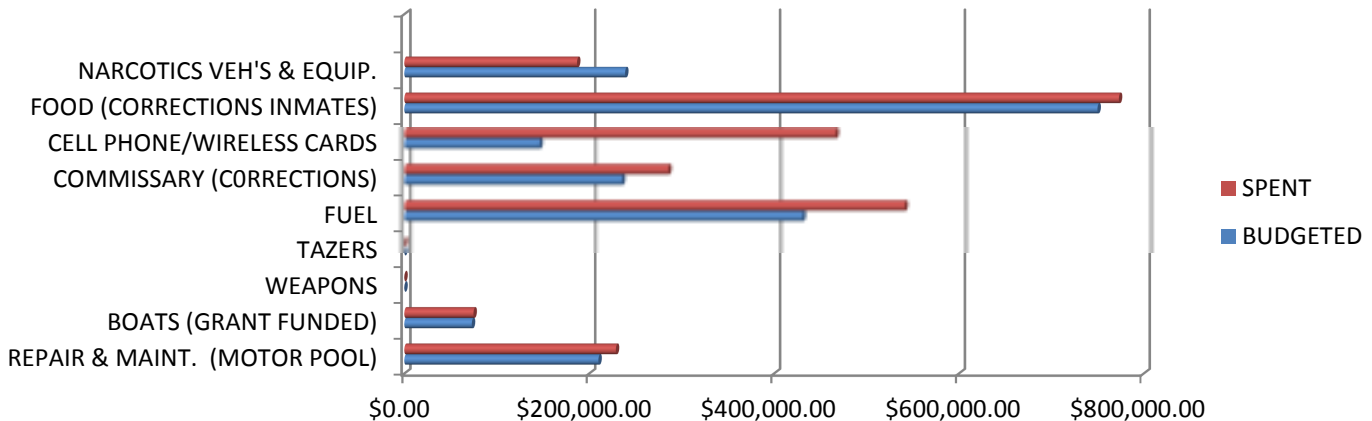
Current overage in the expense budget of at least \$310K can be explained as follows:

- An estimated "two-day payroll accrual" of \$170K. Our payroll budgets are based upon a 26 bi-weekly pay periods. However we were charged for "26 bi-weekly payrolls" and "two days." For example, an individual with an annual salary of \$35,000 was actually charged for \$35,403 (excluding benefits). There was no line item for this expenditure in this year's budget to cover this accrual.
- An estimated \$90K to cover overtime & benefits, as well as various operating cost, as it relates to the tornado which occurred this past April. Obviously, we stand to recover some of this cost from FEMA, but regardless it is a cost that we have to absorb.
- An estimated \$50K to cover the overage in the Commissary Supplies account. The reason this is over is due to the fact that the Commissary has experienced greater revenues this past year (i.e. increase in revenues has exceeded increase in expenses). However, while the increases in revenues are certainly appreciated, it does not factor in to the expense budget.

At this point, based upon the three areas above, we are back to break-even and on the way back to positive figures.



## **PURCHASING DEPARTMENT**



### **NOTES:**

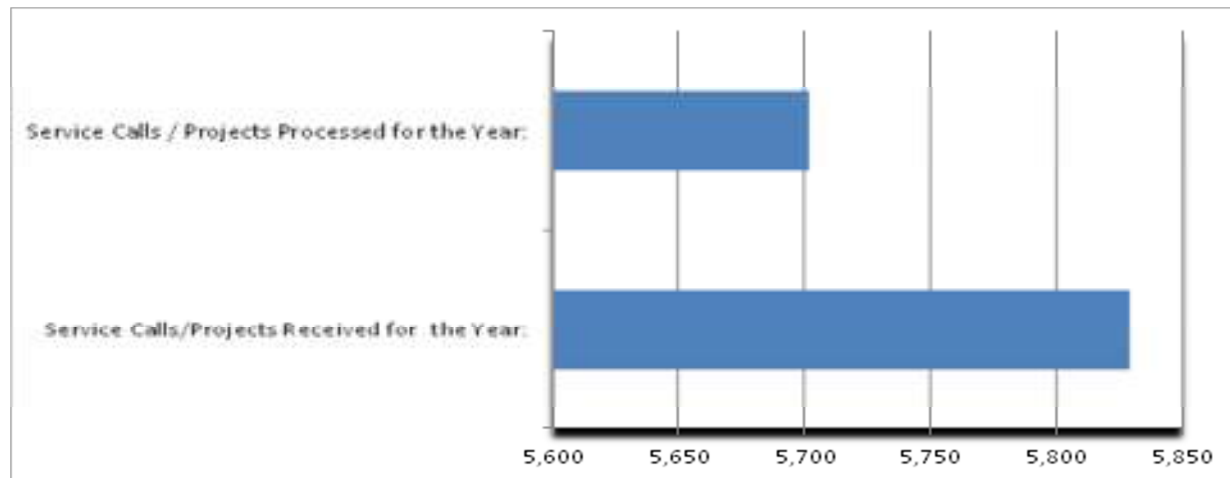
1. Food for Corrections is a cost that is difficult to control, due to the fact that it is based on how many meals have to be prepared which stems from the amount of inmates housed. This changes on a daily basis, and is usually above the amount that TCI has approved the Jail to house.
2. Commissary (inmates) is uncontrolled as far as spending by the HCSO. Inmates make the purchases based on the funds in their accounts (personal funds of inmates). Hamilton County receives the revenue from the sales in the commissary, but the initial purchase of the items for the commissary comes from the HCSO budget. As of May 2011, revenue from the commissary was \$70,000.
3. A new phone system was put in Corrections by the county, and inmates are sold phone cards. This is a three (3) year contract with the "new" phone system and part of the understanding in the contract was the purchases of phone cards.
4. Repair & Maintenance (motor pool) is a cost that is also difficult to control. There is an extreme need for newer vehicles, as there are many with over 180,000 miles on them and they break down often. The cost for repairs of these older vehicles is very high (replacement parts and labor for vehicles sent to a commercial facility). These vehicles are driven by law enforcement and unless we are able to replace these older vehicles, the repair costs will continue to grow. Prices are consistently rising for the costs of fuel, oil and parts.
5. Cell/Wireless Cards: This is an important tool for the Sheriff's Office and is required for our current systems. Every detective, patrol deputy, etc. must have a wireless card in their vehicle in order to utilize CJUS System from their vehicles and to write reports. The current cell phones require more up to date and expensive data packages. In a previous year, there was a substantial savings, which was then cut from the budget in the next year. With the higher cost of data packages, this has had a disastrous effect on this item in the budget.

### **INFORMATION SYSTEMS DIVISION:**

The I.T. division excelled at the quantity of work completed vs. the amount of staff available to deal with the IT issues. The technical competence of the staff is superior; the I.T. division can get a wide variety of technical work completed in a timely and efficient manner. The focus of the division is to provide top-notch customer service and maintain uptime of the computer network. The majority of the problems that I.T. dealt with in calendar year 2010 are related to two main areas:

1. The I.T. department is understaffed for the amount and variety of work they are requested to complete. Projects that could significantly benefit the sheriff's office are usually delayed until there is sufficient time to complete them with excellence. The I.T. division requires that there be at least two additional qualified full-time technicians to satisfactorily complete the myriad of daily tasks assigned to the division.
2. There are software problems where the I.T. division has little or no control over the quality of the software. The two most significant systems are Visions RMS and CJUS. The division is working to have more input into the previously mentioned software and they will make a justification this current year for developing a new jail management system, and to have greater control over the software as a long term plan.

I.T. handles an average of 100 service requests per week, as well as working on many high impact projects. Current projects include the Visions RMS system upgrades, Visions Mobile upgrade, the Pelco Camera System upgrade, inmate TV install, re-writing older file maker software system development and upgrading to a server-based system wide door lock system.



**ADMINISTRATION DIVISIONS GOALS AND OBJECTIVES FOR CY 2011:**

1. Provide this agency with adequate manpower levels and a well-equipped and professionally trained law enforcement staff.
2. Efficiently maintain and monitor all revenue received and expenditures made on behalf of the HCSO.
3. Expand grant funding sources for law enforcement services (Brief summary)
4. Update and upgrade all equipment utilized by the HCSO employees.
5. To assist the Sheriff, Chief and Command Staff in the decision making processes for the operation of the HCSO.

PERSONNEL		SWORN CERTIFIED		SWORN NON CERTIFIED	F/T	P/T
					CIV	CIV
Admin					2	
Finance					1	
Human Resources					2	
Information Tech				2	3	4
Purchasing					2	
Total(s)				2	10	4
Total Number of Assigned Personnel:	16					



**H.R. Manager Carole Miller**

*Dedicated to the memory of a great man,*

*Our brother in blue.*

*Deputy Chief Richard Shockley*



**1938-2011**